

## A Message from the IRS Director, Employee Plans

Dear Plan Sponsor:

We at the IRS commend you for taking steps to help provide a secure retirement for yourself and for your employees. We realize that, as a business owner, you have a lot of demands on your time, so we have developed some handy tools to guide you through your responsibilities as a sponsor of a retirement plan. The [enclosed] checklists will walk you through some of the basic requirements for operating SIMPLE IRA plans, SEPs and SARSEPs. The appropriate checklist will help assure you that you are following these requirements. Feel free to share this checklist with your benefits professional or plan administrator. The checklist is for your assistance, so please do not send the checklist back to the IRS.

After reviewing your plan and the checklist, you may find that there's been a mistake in the operation of your plan. Don't worry! You will likely be able to correct the error using the Employee Plans Compliance Resolution System ("EPCRS") described in the correction programs brochure. EPCRS allows you to correct plan errors (often without even contacting the IRS) and, thereby, to continue provide your employees with retirement benefits on a tax-favored basis.

If you have any questions regarding retirement plans, please call Customer Account Services, toll free at 1-877-829-5500, Monday through Friday, between 8:00 a.m. and 6:30 p.m. Eastern Time, or visit our website at [www.irs.gov/ep](http://www.irs.gov/ep).

I hope that this information is useful to you, and thank you again for your commitment to retirement security.

Sincerely,

*Carol D. Gold*

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